

INSTRUCTIONS FOR COMPLETING ASSESSMENT ADJUSTMENTS LIST (FORM LA-10)

1. Form LA-10 will be the only reporting form accepted by the Bureau from communities without computerized assessment systems. If a computer system was used, a printout containing the same information will be accepted.
2. The Assessors must list each property with an assessment change (plus or minus) of ten percent or greater between the certification field review and final valuation. Assessment changes less than ten percent may be listed, although this is not required.
3. If no assessment changes have been made, record this information on the form.  
**Every community must return an LA-10 Form.**
4. The signature of at least one Board member must be on the form submitted.
5. **A copy of the public disclosure notice, as it appeared in a newspaper of general circulation in the community (It need not be a paid legal notice). If impact notices were required, a copy of the impact notice sent to all taxpayers.**
6. Complete each column as follows:

**Map/Lot** The map and lot number of each parcel with an assessment change (plus or minus) or ten percent or more.

**Owner's**  
**Name** The owner's last name as recorded on the tax bill.

**Address** Location of the property.

**Proposed** The assessed value as it existed at the time of the Department of  
**Assessment** Revenue's preliminary certification review.

**Final**  
**Assessment** The final assessed value that should appear on the tax bill.

**% Adjustment** The percent adjustment that was made to the proposed assessed value. Please indicate if the adjustment was an increase (+) or a decrease (-) in value.

**Explanation** The reason for the change in the assessed value of the property.

ASSESSMENT ADJUSTMENT LIST (LA-10)

Return completed form & a copy of the

NEWSPAPER NOTIFICATION to:

Bureau of Local Assessment

P.O. Box 9569

Boston, MA 02114-9569

Board of Assessors Signatures

Municipality

Fiscal Year

Date

Map Lot	Owners Name	Address	Prop. Class Code	Proposed Assessment	Final Assessment	% Adj.	Explanation